

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 8001 **TITLE:** Program and Procedures Coordinator **GRADE:** S-29

DEFINITION:

Under the general supervision of the a Police First Lieutenant, works as a senior member of a team to perform auditing and compliance/program reviews of Department regulations and procedures, and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a senior level class performing work requiring considerable independent action and judgment. Positions assigned to this class are expected to perform general program auditing and compliance review work at a level clearly above full performance.

ILLUSTRATIVE DUTIES:

Conducts reviews of Department policies, programs, and procedures to ensure compliance with applicable regulations and practices;

Conducts on-site reviews of Department field activities to assess the effectiveness of programs;

Evaluates the Department's programs, regulations, and procedures and recommends revisions as appropriate;

Responds to complaints and/or questions about existing regulations or procedures and evaluates the appropriateness of revising such;

Investigates the quality control aspects of policies, programs, and procedures, ensuring that enforcement of compliance regulations is uniform and effective.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general audit procedures and policies;

Skill in the analysis of administrative policies and procedures;

Ability to communicate effectively, both orally and in writing;

Ability to work independently within established policies, procedures, and guidelines;

Ability to evaluate procedures and recommend improvements;

Ability to analyze problems and recommend solutions;

Ability to establish/maintain good working relationships with others;

Ability to exercise tact, good judgement and initiative.

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EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
A bachelor's degree in public administration, business administration or a related field and five years of experience, two of which must have been in the field of policy analysis. A related master's degree may be substituted for one year of the required general experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: June 5, 2000